

# Instructions for Navigating to the ESCO Reporting Requirements Site

**Step 1** From the Submit Reporting Resources page (<https://www.eere-pmc.energy.gov/ESCOWelcome.aspx>) on the PMC, select the “Log into the Recipient/Applicant Site” link.

The screenshot shows the EERE Project Management Center website. The header includes the U.S. Department of Energy logo and the text "Energy Efficiency & Renewable Energy". The main navigation bar has links for HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES (highlighted), MEDIA, GLOSSARY, and DOE OFFICIALS LOGIN. A search bar is located on the right. The breadcrumb trail reads: EERE Project Management Center » Recipient Resources » FEMP Contractor Document Upload. The left sidebar contains a list of links: Recipient/Applicant Login, Submit Reporting Requirements, FEMP Contractor Document Upload (highlighted), NEPA Compliance Information & Submissions, eFOIA Electronic FOIA Request, State Energy Policy (SEP) Reference Documents, Forms, and Questions & Comments. The main content area is titled "FEMP Contractor Document Upload" and "Upload documents for FEMP ESPC contracts". It states that all FEMP ESPC Contractors users must create an Applicant/Recipient Login account or use an existing account. A list of links is provided: "Log into the Recipient/Applicant Site" (circled in red) and "Register a new Recipient/Applicant Login Account". Below this is a "Resources" section with links to "Instructions for Setting up a Recipient/Applicant Login Account (PDF 899 KB)" and "Instructions for Uploading Reports (PDF 899 KB)". A link "Click here for Questions and Comments" is also present. At the bottom, it says "Some Documents are available as Adobe Acrobat PDFs. Download Adobe Reader."

U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

EERE Project Management Center Home | Login: DOE Officials - Public Users

## EERE Project Management Center

HOME ABOUT BUSINESS OPPORTUNITIES **RECIPIENT RESOURCES** MEDIA GLOSSARY DOE OFFICIALS LOGIN

EERE Project Management Center  
Search Help  **SEARCH**

[EERE Project Management Center](#) » [Recipient Resources](#) » FEMP Contractor Document Upload

Recipient/Applicant Login  
Submit Reporting Requirements  
**FEMP Contractor Document Upload**  
NEPA Compliance Information & Submissions  
eFOIA Electronic FOIA Request  
State Energy Policy (SEP) Reference Documents  
Forms  
Questions & Comments

### FEMP Contractor Document Upload

#### Upload documents for FEMP ESPC contracts

All FEMP ESPC Contractors users must create an Applicant/Recipient Login account or use an existing account for this feature.

- [Log into the Recipient/Applicant Site](#)
- [Register a new Recipient/Applicant Login Account](#)


#### Resources

- Instructions for Setting up a Recipient/Applicant Login Account ([PDF 899 KB](#) ).
- Instructions for Uploading Reports ([PDF 899 KB](#) ).

[Click here for Questions and Comments](#)

Some Documents are available as Adobe Acrobat PDFs. [Download Adobe Reader](#).

**Step 2** Enter the valid email address information for your Recipient/Applicant Login account and click the "Continue..." button.



**Welcome Applicants and Recipients**

**EERE-PMC Sign-in Page**

[Return to Main EERE-PMC web site](#)

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**Sign-in**

Sign-in E-mail Address:

[Register a New Account](#)   [Lost Password?](#)



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**Golden Field Office**


**WARNING!**

This computer is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning


**Step 3** Complete the Sign-in verification page completing all required fields as indicated and click the "Continue..." button.

*NOTE: Verify the Pass Image and Pass Phrase are what you chose when creating the account.*

**Welcome Applicants and Recipients**  
**EERE-PMC Sign-in Page**[Return to Main EERE-PMC web site](#)

**Sign-in**

**Pass Image & Pass Phrase**  
(if this image & pass phrase do not correspond to your account,  
please contact the help desk at [eere-pmc@ee.doe.gov](mailto:eere-pmc@ee.doe.gov)).



**Pass Phrase:**

**Challenge Question:** What was your first pet's name?

**Challenge Answer:**

**Password:**

**Step 4** Check the "I agree to this web site's terms of use" box and click the "Continue..." button.



**Welcome**  
**EERE-PMC User Account Home**

[Return to Main EERE-PMC web site](#) | [Sign out](#)

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**Security Notice**

This web site is part of a Federal computer system used to accomplish Federal functions. The Department of Energy monitors this web site for security purposes to ensure it remains available to all users and to protect information in the system. By accessing this web site, you are expressly consenting to these monitoring activities.

Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Pub. L. 990474) and the National Information Infrastructure Protection Act of 1996 (Pub. L. 104-295), (18 U.S.C. 1030), or other applicable criminal laws.

☐ I agree to this web site's terms of use.

**Step 5** Select the "Submit Your Reporting Requirements" tab.

*NOTE: Please follow the instructions provided in the Federal Energy Management Program (FEMP) header for access to upload Reports.*



 **Welcome** [Redacted]

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[Personal Directories](#) [NEPA EQ Submissions](#) [Your DOE Award](#) [Submit Your Reporting Requirements](#) [Update Your Account](#)

**Submit Your Reporting Requirements**

**Federal Energy Management Program (FEMP) Contractors**

If you are a Federal Energy Management Program (FEMP) ESCO Contractor uploading award documents to your ESPC IDIQ task order, please follow the link below.

[Click this Link if you are an ESCO Submitting Requirements to Task Order](#)

**Award Recipients**


If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.

[Click this Link to Enter Award Number and Submit Reporting Requirements](#)

**Your Previously Uploaded Reports**

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

**Step 6** Select the "Click this Link if you are an ESCO Submitting Reporting Requirements to Task Order" link.



The image shows a screenshot of the EERE-PMC User Account Home page. At the top left is a globe icon and the text "Welcome [redacted]". Below this is the "EERE-PMC User Account Home" header. To the right of the header is a link "Return to Main EERE-PMC web site | Sign out". Below the header is a navigation bar with links: "Personal Directories", "NEPA EQ Submissions", "Your DOE Awards", "Submit Your Reporting Requirements", and "Update Your Account". The main content area has a blue header "Submit Your Reporting Requirements" and a sub-header "Federal Energy Management Program (FEMP) Contractors". Below this is a paragraph: "If you are a Federal Energy Management Program (FEMP) ESCO Contractor uploading award documents to your ESPC IDIQ task order, please follow the link below." A red oval highlights the link "Click this Link if you are an ESCO Submitting Requirements to Task Order". Below this is another blue header "Award Recipients" and a paragraph: "If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the 'Upload New Document to this Award' to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below." A link "Click this Link to Enter Award Number and Submit Reporting Requirements" is provided. At the bottom is a blue header "Your Previously Uploaded Reports" and a paragraph: "If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number."

**Welcome [redacted]**  
**EERE-PMC User Account Home**

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Personal Directories NEPA EQ Submissions Your DOE Awards **Submit Your Reporting Requirements** Update Your Account

**Submit Your Reporting Requirements**

**Federal Energy Management Program (FEMP) Contractors**

If you are a Federal Energy Management Program (FEMP) ESCO Contractor uploading award documents to your ESPC IDIQ task order, please follow the link below.

[Click this Link if you are an ESCO Submitting Requirements to Task Order](#)

**Award Recipients**


If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as Business or Technical contact, you may still upload your reporting requirements through the link provided below.

[Click this Link to Enter Award Number and Submit Reporting Requirements](#)

**Your Previously Uploaded Reports**

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

**Step 7** Use Select/Find FEMP Project Number or Enter Project Number.

**Welcome**

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[Return to the Submit Your Reporting Requirements Area](#)

**FEMP Contractor Document Upload**

Federal Energy Management (FEMP) ESPC contractors should use this page to Select/Find the FEMP Project Number.

**Your Information**

\* If this is not your contact information, please click the "Sign out" link at the top of this page and log back in.

**Name:**

**E-Mail:**

**Phone:**

**Select/Find FEMP Project Number**

**1st: Select ESCO/Contract:**


**2nd: Select Project:**

--or--

**Enter Project Number:**

[Click here for Question and Comments](#)

**Step 8** Select Report type, browse to file(s) and click "Upload File(s)" button.



Welcome [REDACTED]

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[Return to the Submit Your Reporting Requirements Area](#)

FEMP ESPC Contractor Deliverable Requirements Submission Page

Federal Energy Management (FEMP) ESPC contractors should use this page to upload documents for FEMP ESPC contracts.

Project Number/ESCO

FEMP Project No	ESCO	Contract Number
<div></div>		

Select Deliverable(s)

Pre-Award	Award	Post-Award	M&V	Other
<ul style="list-style-type: none"><li>Initial Proposal/ Preliminary Assessments</li><li>DES Detailed Energy Survey/Investment Grade Audits</li></ul>	<ul style="list-style-type: none"><li>Final Proposals</li><li>Awarded Task Order Documents and Attachments</li></ul>	<ul style="list-style-type: none"><li>Awarded Modification Documents to Task Orders</li><li>Post Installation Reports</li><li>Commissioning Reports</li></ul>	<ul style="list-style-type: none"><li>Annual Performance Measurement &amp; Verification Reports</li></ul>	<ul style="list-style-type: none"><li>Notification of Task Order Termination (buyouts, etc.)</li><li>Contract Project Letters</li><li>Miscellaneous</li></ul>

Select Report Type

Please Select

Comment

Attach File(s)

- Due to security requirements, files should not exceed 50 MB in size. If the files are larger then 50 MB, please split them into multiple parts.
- Uploaded files for each ESCO, project number and document type should have a unique name.
- Use the Document/Report Reference Matrix below to help select "Document Type" and "Report Type".

<div></div>	<div>Browse...</div>
<div></div>	<div>Browse...</div>
<div></div>	<div>Browse...</div>
<div></div>	<div>Browse...</div>

Upload File(s)

Cancel

Go Back

[Click here for Questions and Comments](#)